

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. **The time granted will be dependent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.**



AGENDA FOR REGULAR MEETING

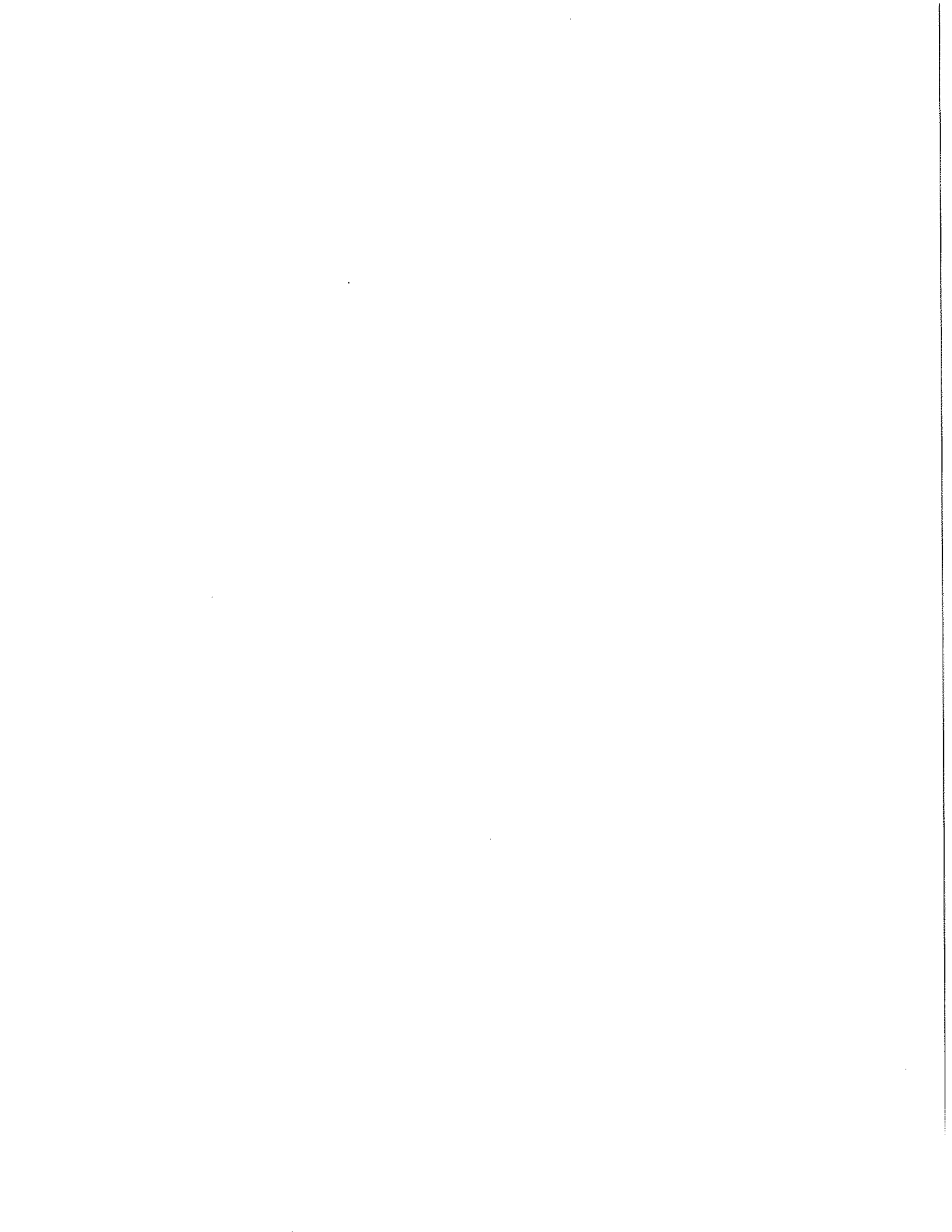
ASHLAND PARKS & RECREATION COMMISSION

September 28, 2015

Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 1. Study Session—July 20, 2015
 2. Study Session—August 17, 2015
 3. Regular Meeting—August 24, 2015
- III. PUBLIC PARTICIPATION
 1. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
 1. Garfield Park Master Plan (Action)
 2. Discussion and Possible Approval of Garfield Park Bonding (Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
 1. Senior Center Program Presentation (Information)
 2. Daniel Meyer Pool End-of-Season Report (Information)
 3. Audit Update (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
 1. Study Session—October 19, 2015
The Grove, 1195 E. Main Street—7:00 p.m.
 2. Regular Meeting—October 26, 2015
Council Chambers, 1175 E. Main Street—7:00 p.m.
- X. ADJOURNMENT



City of Ashland
PARKS AND RECREATION COMMISSION
Study Session
MINUTES
July 20, 2015

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard and Assistant Manuel

Absent: City Council Liaison, Mayor John Stromberg

CALL TO ORDER

Chair Gardiner called the meeting to order at 7:00 p.m. at The Grove 1195 E. Main.

CONSIDER ADDITIONS TO ASHLAND CREEK PARK: SWINGS AND CREEK ACCESS

- *Swings for Ashland Creek Park*

Black began by noting that the Ashland Parks and Recreation Commission (APRC) requested consideration of two additional items for the newly completed Ashland Creek Park: swings in the play area and access to Ashland Creek from the park. He provided the park's construction drawings to assist with the discussion.

Gardiner voiced support for adding swings in the play area at Ashland Creek Park, noting their high level of use, general popularity and multi-generational appreciation as observed in other City of Ashland parks.

Dickens said preliminary research showed costs ranging from \$13,000 to \$15,000 for four swings along with a play area suitable for swings. He suggested locating the new equipment on the north side of that section of the park, with the space defined by a three-foot block wall and wood chips below.

Discussion among Commissioners

Landt suggested placing the swings where two sidewalks intersected, thereby eliminating the need for a block retaining wall. Alternatively, if a wall was needed to provide a boundary for the play area, reducing it from three feet to two feet would decrease the footprint.

Landt inquired about availability of funding, noting that several other projects had been removed from the CIP (Capital Improvement Plan) for lack of funding. He proposed prioritizing the CIP projects to assist with decision-making.

Shaw focused on donations as a possible funding source for swings. He noted the Ashland Lions Club's adoption of Ashland Creek Park through the APRC "Volunteer in Parks" Program and said costs for adding swings to the play area might be within their purview.

It was stated that the current Signs, Plaques and Memorials policy was limited in terms of the types of acceptable donations. Shaw proposed incorporating a broader strategy into the policy to allow for additional opportunities for donations of needed items.

Commissioners suggested changing the current policy to allow for donations of playground equipment. Additional suggestions included approaching the Ashland Lions Club about a possible donation or writing small project grants for needed items. In the meantime, swings at Ashland Creek Park would be added to the list of projects for potential future funding.

Landt proposed a Commission review and prioritization of all unfunded projects with associated cost projections. He suggested it was easy to become excited about a project but a more global view would allow for a balanced perspective and ensure that worthy projects were not inadvertently lost for consideration.

Further discussion was postponed until the list of unfunded projects could be reviewed.

- **Creek Access**

Shaw described his vision for providing access to Ashland Creek from Ashland Creek Park. He stated that it seemed appropriate to add such access, thereby validating the park's name and neighborhood character. He proposed a viewing area anchored by a bench or table with ADA (Americans with Disabilities Act) access. He noted that controlled access would provide an avenue for people to enjoy the sights and sounds of the creek without disrupting the creek's habitat. He highlighted the current unfettered access of neighbors living along the creek on the opposite side to the park.

Discussion among Commissioners

Landt explained the historical significance for protecting riparian areas, noting that unauthorized creek access within Lithia Park had resulted in degraded banks. Efforts to restrict creek access in Lithia Park would continue to be difficult but new parks could integrate more environmentally sensitive setbacks.

Gardiner reported that the original plan for Ashland Creek Park included limited creek access; however, later changes to the plan eliminated creek access along with a proposed half-court basketball area. Those alterations facilitated increased riparian setbacks.

There followed discussion about possible access points, the creation of shaded areas for protection from the midday sun, changes to the riparian setbacks and other options for improved park amenities.

DISCUSS UPDATE ON PERFORMANCE AUDIT AND ADVISORY COMMITTEE

Black presented a draft of the request for proposal (RFP) to solicit applicants interested in conducting a performance audit for APRC. He stated that once the RFP was reviewed by APRC, the Advisory Committee would evaluate the proposal and provide additional feedback as needed. The RFP would then be returned to the Commission for final approval.

Black proposed a timeline for advertising the RFP and selecting auditors as well as an estimated timeline for conducting the audit. He reviewed the 12-page request for proposal, noting the topics delineated and expected scope of the project. Services provided by APRC and program goals were detailed, as well as anticipated accomplishments.

Black highlighted the primary scope, emphasizing an added objective calling for evaluation of conversion to a special Parks and Recreation District. He stated that an outside opinion would add perspective based on best practices throughout the country.

Black explained the requirements, qualifications, and deliverables detailed in the RFP as well as the selection process and accompanying legalities.

Discussion among Commissioners

Gardiner noted that the Advisory Committee would convene once the remaining members were chosen. A City Councilor had yet to be designated by Council and final confirmation of proposed member Mary Cody, a Budget Committee member, also remained.

Landt suggested that the budget for the project be included in the RFP.

There followed a brief discussion about the pros and cons of communicating the budget up front. Black replied that he would share the information if asked but his preference would be to allow applicants to communicate their fees or costs for services. The contract would be negotiable depending upon the information provided and the quality of the application. The final decision would be based on a number of factors and the successful applicant might or might not be the lowest bidder.

Other discussion focused on the best timeline for the actual audit. It was agreed that the schedule would depend upon the availability of the auditors.

HEAR UPDATE ON E.COLI BACTERIA IN ASHLAND CREEK WITHIN LITHIA PARK

Dickens reported that the level of E.coli bacteria in Ashland Creek within Lithia Park recently spiked significantly following a rainstorm. He noted that the numbers were the highest staff had ever seen. Signs warning people about the high level of contamination were posted where access to the water was allowed. A public service announcement and additional postings along the length of the creek within Lithia Park were also planned.

Dickens further explained that E.coli in the water near the children's wading area generally averaged 119 parts per thousand but a current reading measured contamination at 980 parts per thousand. The number at the reservoir was much higher, at approximately 8,800 parts per thousand. Contamination levels would likely remain high until water temperatures cooled and rains filtered the material.

In response to a question from Shaw, Dickens stated that the bacteria originated in Ashland's watershed.

STAFF AND COMMISSIONER COMMENTS

- ***Pickleball***

Shaw highlighted a petition received by the Commission for better lighting of evening pickleball play in Lithia Park. Black noted that the petitioners wanted to see lighting similar to that provided in Hunter Park – a request that could be addressed during the Lithia Park Master Plan process and after project funding became available. He suggested that Parks staff could improve the existing lighting for better illumination.

- ***The Ashland Creek Flood***

Black highlighted recent flooding along the Calle, stating that both Public Works and APRC did everything they could to ameliorate damage and control the flooding. He noted that there was confusion about the gate that provides access to the creek, stating that it was not designed for bi-directional floodwater control. Black stated that a claim would likely be filed with the City by the business owner.

- ***Water Leak at Oak Knoll Golf Course***

Black noted that an irrigation line recently ruptured at the Golf Course and water entered the crawl space of a nearby neighbor. He emphasized that the situation was resolved promptly. A review by a disaster specialist was undertaken to ensure that all damages were alleviated. Black expressed confidence that the matter would be resolved without an insurance claim.

- ***BBQ for Elected and Non-Elected Commissions, Committees and Boards***

Gardiner reminded everyone that the APRC agreed to co-sponsor, with Council, a BBQ to be held on August 30, 2015, from 3-5:00 p.m. at the Oak Knoll Golf Course. He encouraged those present to attend.

- ***Conservation Meeting***

Shaw reported that he would be making a presentation to the Conservation Commission about APRC's recycling efforts in Ashland's parks. He stated that he would emphasize the success of the recycling program and encourage the Conservation Commission to expand the project into Ashland's downtown core.

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Gardiner adjourned into executive session at 8:15 p.m.

Executive session: Real Property Acquisition ORS 192.660(2) (e)

ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Gardiner adjourned out of executive session at 9:10 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

City of Ashland
PARKS AND RECREATION COMMISSION
Study Session
MINUTES
August 17, 2015

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller; Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard and Assistant Manuel
Absent: Mayor Stromberg

CALL TO ORDER

Chair Gardiner called the meeting to order at 7:00 p.m. at The Grove, 1195 E. Main Street.

PUBLIC PARTICIPATION

Mr. Chayanne Montiel of 2287 Christian Ave. in Redding, CA, was called forward.

Mr. Montiel stated that he was a dance teacher, specializing in Salsa dancing. He reported that he had been teaching in Ashland for the past 14 years, as well as working for Shenanigans in Medford for three. Montiel shared a video of a dancing class, noting that it was a healthy outlet for young people and their families.

Montiel explained that he was concerned about the number of youths engaging in dangerous activities, including drugs and alcohol in Ashland. He suggested that dancing would be a suitable antidote – noting that kids were attracted to dancing because it gave them something to do. Montiel stated that his mission was to get people off the streets and into the dance studio for improved mind and body health.

Montiel expressed a need for a facility to teach classes in the winter. He noted that there were enough participants to hold two classes per month.

In response to a question by Gardiner, Montiel described a donation program instead of a fee to participate in the class. Donations collected would be directed toward facility rental payments. He stated that it was his goal to give back to the community and that he was not in it for the money. Montiel expressed his belief that this community service would help him remain in the United States.

It was agreed that he would meet with Superintendent Dials to continue the discussion.

ADDITIONS OR DELETIONS TO THE AGENDA

Director Black requested two additions to the Agenda:

1. A discussion regarding priorities for the planned second dog park and sidewalks on Winburn Way. This discussion was initiated at the request of Commissioner Shaw.
2. Discussion regarding a potential subcommittee for the development of parks design guidelines.

Both topics would be informational only.

UNFINISHED BUSINESS

- ***Continued Discussion and Consideration of Draft Advertising and Sponsorship Policy***

Dials said the Commission previously requested further clarification about the proposed policy, specifically with regard to varying sponsorship levels. The Commission was also interested in discussing the relevance of APRC's mission statement within the policy.

Dials noted that the new policy would allow staff discretion over public requests for advertising such as banners displayed in areas within APRC's jurisdiction. The policy would detail prescribed procedures that would assist both the public and staff. Staff could filter donation requests, bringing larger requests to the Commission for approval. Dials suggested a \$10,000 perceived value as the threshold point for items requiring Commission approval. Items could include intangibles such as naming rights as well as larger tangible items within the parks system.

The policy would include specific criteria for approval, listed in order of importance. Dials noted that the most critical criteria would be an alignment between the sponsoring organization and APRC's mission to provide and promote recreational opportunities while preserving and maintaining public lands.

Discussion among Commissioners

Lewis spoke about the importance of having the Commission serve as decision makers for naming rights requests. He asked about the proposed list of prohibited affiliations and said it might be helpful for staff when determining whether an affiliation might be appropriate. He spoke in support of the pre-defined time period.

Landt suggested adding a needs clause to the policy to preempt any unnecessary donations or those that might require excessive maintenance. Black agreed, noting that the policy provided a guideline that would assist staff when determining the usefulness of a donation.

There followed a brief discussion in which the policy text was fine-tuned into workable language. It was agreed that the policy could extend to new organizations with no developed track records, allowing them to possibly qualify as sponsors. Changes were agreed upon as follows:

1. Criteria #3 would read "That the potential sponsor has a positive record of responsible stewardship."
2. Recognition of Sponsors #4 would read "All sponsorships will be for a pre-defined period of time or the lifespan of the asset or program being sponsored; whichever comes first."

- ***Discuss Priorities for Second Dog Park and Winburn Way Sidewalks***

Shaw called for a review of the two projects, currently listed in the Capital Improvement Plan (CIP). He stated that other priorities had depleted the funding originally dedicated to Winburn Way, leaving an estimated \$35,000 to be divided between the two projects.

Shaw advocated for setting aside the sidewalk project and combining the available funds for dedicated use on the second dog park. He suggested that the money might be better spent moving forward on the dog park rather than leaving both projects partially completed.

Black stated that approximately \$35,000 was earmarked for an engineering plan to develop sidewalks along Winburn Way. He explained that the funding was intended to prepare "a shovel-ready" project, ready to go once sufficient funding became available.

Dickens introduced an alternative way to increase pedestrian safety without immediately constructing sidewalks. The plan would mark a pathway along Winburn Way in a manner similar to striping pavement for a bicycle lane.

Landt expressed a concern that the pathway might be mistaken as a bike lane. Miller asked about the connection and process between the City, with jurisdiction over the street, and APRC, with jurisdiction over parkland, since the City street was located within Lithia Park. Gardiner questioned the validity of striping for pedestrians only.

Black addressed the concerns, noting that delineation of a pathway would be vetted by the appropriate regulatory bodies and the striping would qualify under the NACTO (National Association of City Transportation Officials) guidelines. He stated that the pavement would be striped with sharrow (shared lane pedestrian markings) to remind drivers that the pathway was set aside for pedestrians. He acknowledged that the striping would be an interim strategy until funding could be secured for sidewalks.

Dickens presented a schematic outlining the pathway along Winburn Way. He noted that the cost for striping, with assistance from an outside vendor, would be approximately \$.50 per lineal foot. The City of Ashland Public Works also had painting equipment available for small projects. Dickens encouraged consideration of the project, stating that the temporary striping would serve as research into the feasibility of sidewalks along Winburn Way. He expressed confidence that the project could be completed fairly quickly.

Black commented that the project would help APRC move toward providing a safer environment for pedestrians walking their dogs or strolling along the Winburn Way roadway.

Landt said there was logic in postponing sidewalk construction as a Lithia Park master plan would soon be underway.

Further discussion focused on the ingress and egress of the proposed pathway. It was agreed that Black and Dickens would develop the plan for future Commission review and possible approval once a budget was established. If approved for moving forward, the Commission would be asked to approve the transfer of the remaining fund balance from the Winburn Way project to the second dog park project.

Black relayed that striping, if approved, would occur in the spring timeframe.

Landt shared a conversation about developing new sources of revenue for APRC projects. He stated that Ashland City Administrator Kanner was present at a recent subcommittee meeting in which an agenda topic included how to generate revenues. Kanner said by using the TOT (Transient Occupancy Tax, an economic driver for the community) and setting up a project budget earmarked for Lithia Park in the CIP (Capital Improvement Plan), funds could be transferred directly to APRC without the usual fees charged by the City of Ashland.

Landt highlighted the need for approximately \$2.5 million for improvements associated with the Lithia Park Master Plan. He reported that using the TOT, as described by Kanner, would create a dedicated revenue source for Lithia Park improvements.

- ***Discussion about Convening a Subcommittee for the Creation of Park Design Guidelines.***

Black noted that developing guidelines for park designs was a Commission goal. He explained that the guidelines would provide a template for developers to follow when creating designs for City of Ashland

parks. Black contrasted guidelines with standards, stating that standards were absolute while guidelines would assist designers with upholding values espoused by APRC.

Black stated that he had argued against design guidelines in the past because of the need for periodic updates, i.e., materials preferred in the past might be out of favor in the present. In addition, design best practices tended to change over time as design trends and technology changed. Black stated that in a fast-paced environment, updating standards could become unwieldy.

Black introduced a template for guidelines that would concentrate on values rather than specifics. Prospective goals, developed by Commissioner Landt and Black, described a series of priorities beginning with an imperative to minimize long-term maintenance and manage long-term maintenance costs. Topics would address the protection of natural resources, citizen safety as well as education. The APRC expected to see the application of best practices, with an outcome that balanced aesthetic design with functionality.

Black stated that park design standards would be similar to the Planning Department's neighborhood design standards. He expressed confidence that design criteria could be developed in-house, with input from a Commission subcommittee. In response to a question by Gardiner, Black suggested replacing a defunct subcommittee with the design guidelines subcommittee. He stated that the intent was to retire subcommittees once projects were completed. He commented that the scope of the project was yet to be determined but it was anticipated that the design creation process would be a longer-term project lasting from six months to a year.

Landt relayed that the guidelines would provide good direction for designers who were required to comply with APRC criteria and values.

Black noted that the guidelines could be used internally as well as externally. He explained that the concept was to uphold important elements as identified by the APRC, in terms of park development, and to establish criteria to ensure desired outcomes. Black stated that the project would be cutting-edge, in keeping with a premier parks system.

Commissioners Lewis and Landt volunteered to serve as subcommittee members. Staff said a formal proposal to establish a design guidelines subcommittee would be presented for a vote at the next regular APRC meeting.

- ***Update on the Performance Audit***

Black reported that the Performance Audit Advisory Committee met and reviewed the scope of the project as well as the request for proposal (RFP). At that meeting it became clear that the RFP would need some wordsmithing prior to approval. Once completed and approved, the RFP would be published, with an estimated timeline beginning in October and ending with the final report in March or April. The Ashland City Council would be apprised of the RFP and the final Performance Audit report would be presented to Council as an "information item" only.

There followed a brief discussion about the level of experience required by the RFP and subcommittee members. Commentary also encompassed the estimated number of applicants and the possibilities for using the APRC Performance Audit experience as a prototype for other departments.

Black said he anticipated an RFP release in October.

STAFF AND COMMISSIONER COMMENTS

- ***Requests for Winter Pool Use***

Black highlighted a number of requests for extending the swimming season at the Daniel Meyer Pool. He stated that the Ashland High School and various swim groups were interested in renting the facility during the winter. In addition to competitive swimming, AHS water polo, a club sport, had an interest in using the Daniel Meyer Pool after the conclusion of its regular season.

Black said staff was in the process of estimating costs for operations and maintenance of the pool beyond the regular season. The poolhouse would need to be retrofitted at a cost of approximately \$10,000. APRC had budgeted for a complete pool feasibility study and any unaccounted expenses would diminish the line item balance. Also included in the calculation would be the cost of equipment depreciation and associated costs such as a certified pool operator and lifeguards.

Black stated that he would present cost estimates and other pertinent data to the Commission when figures became available. He cautioned that once the pool became available on a leased basis, demand for public participation might become a factor as well. The pros and cons of considering the requests were briefly debated.

- ***Lighting at the Tennis Courts in Lithia Park***

Dickens reported that seven of the eight tennis court lights in Lithia Park had been refurbished, with parts on order for the eighth. The new lenses were much improved over the previous versions.

- ***Performance Review for Director Black***

Gardiner stated that Black requested a September performance review. Tina Gray from the City of Ashland Human Resources Department was working on a suitable form for the review. Once completed, the form would be forwarded to the APRC via an online survey. Completion of the evaluation would occur online for privacy purposes.

- ***BBQ***

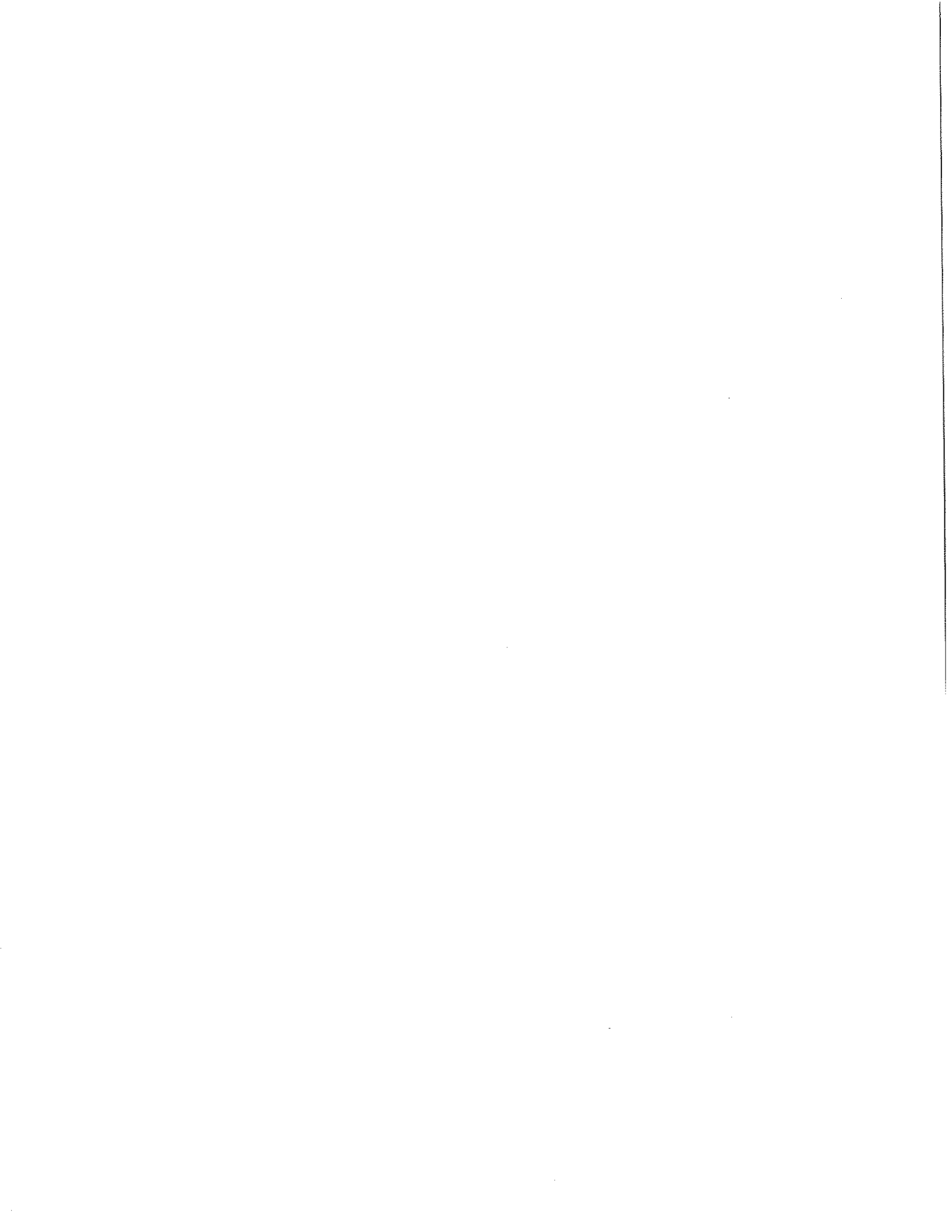
Gardiner reminded everyone that the APRC agreed to co-sponsor with Council a BBQ for non-elected City of Ashland boards, commissions and committees. The event was scheduled for Sunday, August 30, from 3 – 5:00 p.m. at the Oak Knoll Golf Course. He encouraged those present to attend.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Betsy Manuel, Assistant



City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
August 31, 2015

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller; Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard and Assistant Manuel
Absent: City Council Liaison - Mayor Stromberg

CALL TO ORDER

Chair Gardiner called the meeting to order at 7:00 p.m. in Council Chambers, 1175 E. Main Street.

APPROVAL OF MINUTES

Study Session – July 20, 2015

Landt called for clarification and correction of the Study Session Minutes as follows:

Page 2 Paragraph 2

Landt proposed a Commission-prioritized list of unfunded projects with similar cost projections, including those for Lithia Park. He noted that the Lithia Park Master Plan could be modified to include playground equipment needs; alternatively, the project could be funded outside the Master Plan. Landt expressed a concern about funding without consideration of the Lithia Park Master Plan because of the potential for overlooking other important projects. In addition, prioritizing projects would ensure an orderly process as funds become available.

Should be:

Landt proposed that the Commission review a list of all unfunded projects with similar cost projections so the Commission could prioritize them. He suggested that it was easy to become excited about a project but that a more global view would allow for a balanced perspective and ensure that worthy projects were not inadvertently lost for consideration.

Page 4 Paragraph 1

He noted that there was confusion about the gate that provides access to the creek, stating that it was not designed for floodwater control.

Should be:

He noted that there was confusion about the gate that provides access to the creek, stating that it was not designed for bi-directional floodwater control.

MOTION: Landt moved to table the Study Session Minutes, dated 7-20-2015, until the record was corrected. Lewis seconded.

The vote was all yes.

Regular Meeting – July 27, 2015

Landt called for clarification and correction of the Regular Meeting Minutes as follows:

Page 2 Paragraph 9

Dials reviewed the trial period authorized by the Commission in 2014. She stated that, originally, dogs were not allowed in Lithia Park. This restriction applied to the Calle as the corridor is considered an extension of

the Park. Dials stated that at the time a Jackson County Ordinance also prohibited dogs in eating establishments. Both restrictions were subsequently lifted and the APRC trial period granted restaurants the authority to decide the issue independently.

Should be:

Dials reviewed the trial period authorized by the Commission in 2014. She stated that, originally, dogs were not allowed in Ashland's parks. This restriction applied to the Calle Guanajuato as that corridor is considered an extension of Lithia Park. Dials stated that at the time, a Jackson County Ordinance also prohibited dogs in eating establishments. The APRC restriction to prohibit dogs on the Calle and the Jackson County prohibition of dogs in eating areas were subsequently lifted and APRC granted a trial period for restaurants to decide the issue independently.

Page 2 Paragraph 10

1) From **Lisa Beam**, owner of Pasta Piatti:

Should be

1) From **Lisa Beam**, owner of Pasta Piatti and Sesame:

Page 3 Paragraph 3

Black noted that the Capital Improvement Plan (CIP) budget included an allocation for \$550,000 for the Garfield Park splash pad. The budget was approved but no repayments were scheduled

Should be

Black noted that the Capital Improvement Plan (CIP) budget included an allocation for \$550,000 for the Garfield Park splash pad. The budget was approved for capital construction, but the first month's bond payment was not scheduled.

MOTION: Landt moved to approve the Regular Meeting Minutes, dated 7-27-2015, as amended. Shaw seconded.

The vote was all yes.

PUBLIC PARTICIPATION

There were no participants.

ADDITIONS AND SUBTRACTIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

- ***Approval of Advertising and Sponsorship Policy (Action)***

Dials reviewed the revised draft Advertising and Sponsorship Policy. She highlighted the addition of new criteria for approval, stating that all requests should be based on a need established by the Ashland Parks and Recreation Commission (APRC). An amendment addressing onsite recognition now states "Naming of a particular facility within a community center or park where a need has been established by APRC and the sponsorship covers the majority (<60%) of the cost of the facility".

Commissioner Discussion

There followed a brief discussion regarding the percentage assigned to qualify, sponsorship naming rights, and the graded criteria leading to Commission consideration.

MOTION: Landt moved to approve the Advertising and Sponsorship Policy as amended. Lewis seconded.
The vote was all yes.

NEW BUSINESS

- ***RVTD Contract Renewal for 2015–2017 (Action)***

Black recommended approval of the new contract to broadcast APRC meetings. He stated that only the contract term and the authorizing signature were changed over the previous two-year contract. The new term would extend from July 1, 2015, to June 30, 2017, and Director Black would sign the contract as authorized by the APRC Commission. In response to a question by Shaw, Black noted that the cost of the cablecasting contract remained the same over the previous contract.

Lewis highlighted a total of 14 meetings per year as listed in the contract; however, under normal circumstances, the number of regular televised APRC meetings totaled 12 per year. He commented that the cost of the additional 2 meetings would be reimbursed if they were unused.

Motion: Shaw moved to approval the 2015-2017 Cablecasting Contract with RVTV. Miller seconded.
The vote was all yes

- ***Long-Term Plans for Issuing a Bond for Garfield Park (Action)***

During a previous discussion about issuing a bond for \$550,000 for a new Garfield Park splash pad, Black said the Commission considered master planning the entire park. Black presented a schematic of the existing park with supplementary detail about the proposed upgrades. Black stated that any extra amenities should be agreed upon prior to moving forward with the bond.

Dickens presented a drawing of the proposed splash pad, illustrating existing trees surrounding the area that might be impacted or removed. He focused on the elimination of one Japanese maple located within the footprint of the splash pad and four other trees in close proximity to the hardscape. He said those trees would be impacted but not be required for removal.

Dickens highlighted the dilapidated condition of the current basketball court, noting that previous suggestions for improvements were estimated at \$40,000. This would include a larger footprint to better meet regulation standards in addition to engineering for a five-foot perimeter. The backboard would be replaced and new baskets would be installed. In response to a question by Lewis, Dickens suggested an acrylic backboard rather than tempered glass. He reasoned that the glass has been known to shatter and the acrylic would be less prone to do so.

Black reviewed two options for a proposed bike shelter. He indicated that the State of Oregon had designated Garfield Park as the beginning and ending point of a 54-mile scenic bikeway – one of 11 in Oregon. He noted that it was the only bikeway of the 11 that was both scenic and challenging. The State would contribute advertising and signage to bring visibility to the Ashland bikeway and highlight the host City.

Black proposed a small bike shelter equipped with a bike fix-it station, a comfort station including tables, a water source, and a place to prepare for the ride. He also suggested a partnership with the Ashland Chamber of Commerce to provide a map and brochures that would encourage bikers to explore downtown Ashland and identify places to eat and stay.

Black presented two options, delineated in separate areas of Garfield Park. He recommended Option B – the shelter closest to parking for the Park. Black commented that it would provide the most convenient alternative to gathering on the street prior to embarking on the ride.

Discussion among Commissioners

Discussion focused on the route, the access to water, the placement of picnic tables, and the preferred location. It was agreed that Option B would best facilitate a comfort station and bike shelter for riders.

Dickens continued discussion of other proposed upgrades for the park, suggesting that balancing the bike shelter with one or two other picnic shelters in the area, nearest the basketball court, would provide families with places to gather while watching children in the playground or playing basketball. He described the location, stating that the picnic area would replace the now defunct skateboard feature.

Discussion among Commissioners

Landt proposed an alternative location for the Ashland Skate Park (located at 100 Water Street): Garfield Park. He suggested moving the basketball court closer to the sidewalk (with suitable fencing to prevent balls from leaving the court) to allow for extra room for the skate park. Moving the current Skate Park (located next to Ashland Creek) would assist with restoration of the degraded riparian area.

Landt stated that in his opinion, Garfield Park was the most suitable park for a skateboard facility because it was the geographic center of the City, was close to schools, and would complement other family activities in the park. He indicated that there were skateboard facilities small enough to fit into Garfield Park.

Shaw expressed a concern about the impact of adding another major attraction to Garfield Park. He advocated against overutilization of a park that was already highly used. Landt conceded the point, suggesting that a skateboard park might have to be placed on a separate property rather than in an Ashland park. He emphasized that he was not advocating for an immediate solution to the Skate Park relocation; rather, he was advocating for future change based on a long-term plan.

Lewis differentiated between different types of skateboard facilities, noting that there have been advances in skateboard sports. He supported additional research into skateboard facilities and a recommendation from staff to determine the best approach.

Further discussion centered upon the possibility for smaller skateboard features that could be integrated into Garfield Park. Shaw observed that it would be premature to consider alternatives without hearing from the skateboarding community. Landt agreed that more research would be helpful, stressing that moving the facility and repairing the creek banks would promote better environmental stewardship in keeping with the City's values.

Black suggested that a different use might be more compatible with the nature of Garfield Park. He described a small bicycle skills area for younger children with or without some skateboard features. He stated that it would provide an area where neighborhood children could learn to ride their bikes more skillfully, with less impact than on the street.

Black noted that creating new uses in the park was better left for longer term planning. Current plans to add picnic areas closer to the basketball court seemed to fit in as part of the splash pad and basketball court renovations. Gardiner summarized the plan currently under consideration for funding with bond proceeds:

i.e., the introduction of the bike shelter, renovation of the basketball court, and additional picnic tables along with replacement of the antiquated splash pad.

Landt encouraged postponement of the bond to develop a larger concept plan for Garfield Park. The concept plan could become a roadmap for scheduled changes and future improvements at the park. Lewis commented that the current Master Plan addressed all of the areas in the park with the exception of a small portion of land that was formerly used as a skateboard facility.

Shaw inquired about timelines for the bonding process and whether immediate approval was necessary. Black replied that partnering with the Department of Public Works was somewhat delayed and final timing was currently unknown. He stated that Public Works was aware that APRC wanted to participate in the bonding. Black questioned moving ahead with the bonding as listed in the CIP for \$550,000, stating that it was debatable whether the bond should move forward without anticipating the cost for developing the skateboard site and the cost of repositioning the splash pad. He advocated for financing all projects at once.

Landt initiated further discussion about the impact on the trees due to the footprint of the new splash pad. He suggested that the splash pad and/or the surround be adjusted for relief of the impacted trees. Placement of each of the five trees was discussed in turn. Dickens noted that only one – the red maple – had to be removed. Of the four trees that might be impacted, Dickens stated that he was confident that with proper care they could be saved. He noted that he would like to replace the maple (that would be removed) with a new tree that would eventually provide shade near the basketball court. Black emphasized that every precaution would be taken to preserve the trees but a successful outcome could not be guaranteed.

It was agreed that continued review of the Garfield Park Master Plan would be postponed until the September 21, 2015, Study Session.

- ***Guidelines for Park Design and Maintenance Standards Subcommittee Formation (Action)***

Gardiner proposed that the former Ashland Creek Park Development Subcommittee be renamed as the ***Park Design and Maintenance Guidelines Subcommittee***. Commissioners Lewis and Landt, both members of the former subcommittee, had agreed to continue on as members of the re-named subcommittee.

MOTION: Shaw moved to approve the formation of a Park Design and Maintenance Guidelines Subcommittee for the Ashland Parks and Recreation Commission. Lewis seconded.

The vote was all yes.

- ***New Form and Process for Annual Evaluation /Performance Review for Ashland Parks Director***

Gardiner reviewed the format used for evaluating the Ashland City Administrator. Working with Tina Gray, from City of Ashland Human Resources, the evaluation form had been re-formatted for use as a performance review for Ashland Parks and Recreation Director Michael Black. Gardiner stated that Black had been hired in August of 2014 and it was now time to conduct his annual evaluation.

Gardiner explained the email process, noting that the form could be completed online with the results compiled by Ms. Gray. The final review would be discussed in Executive Session.

Gardiner noted that the new process should streamline the review process and provide valuable feedback to the Director and staff.

SUBCOMMITTEE AND STAFF REPORTS

There were none.

ITEMS FROM COMMISSIONERS

Gardiner reported that a citizen letter about bears in Lithia Park had been received. A copy of the letter would be sent to each Commissioner.

UPCOMING MEETING DATES

Study Session: September 21, 2015 @ The Grove, 1195 E. Main Street 7:00 P.M.
Regular Meeting: September 28, 2015 @ Council Chambers, 1175 E. Main Street 7:00 P.M

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Gardiner adjourned into Executive Session at 8:23 p.m.
Executive session: For Legal Counsel Pursuant to ORS 192.660 (2)(h)

ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Gardiner adjourned out of executive session at 9:10 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions and Regular Meetings are being digitally recorded and are available upon request.

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw



Michael Black
Director

TEL: 541.488.5340
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parksinfo@ashland.or.us

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Michael A. Black, Director

DATE : September 23, 2015

SUBJECT : September 28, 2015 Regular Meeting Preview

This month's regular meeting will be held on **Monday**, September 28, 2015, at the City Council Chambers at 7:00 p.m. The following is a preview of the items that will be discussed at the 7:00 p.m. meeting.

New business at the meeting will be as follows:

1. Master Plan of Garfield Park – Public Input and Action on the Proposed Master Plan

The current biennial CIP budget includes an approved project for the purchase and installation of a new splash pad facility at Garfield Park and additional improvements at the sand volleyball court. The budgeted amount for the splash pad project alone is \$550,000; however, at a previous Commission meeting there was discussion about possibly expanding the scope of the project at Garfield Park to include other items such as basketball court rehab, picnic shelters and a small off-leash dog area.

The Commission has reviewed and modified a draft master plan for the park (attached) and more discussion and public input is needed prior to the adoption of the plan. For the sake of notifying users and neighbors of the public meeting, three signs were placed at the park at all of the pedestrian entrances informing the public of the meeting topic, date, time and location. In addition, the draft master plan map was posted at the site at all three locations.

Staff is requesting that the Parks Commission review the updated master plan and take public input on the plan. It is also requested that the Parks Commission approve the proposed master plan as presented or as modified by the Commission at the public hearing.

2. Discussion and Approval of Garfield Park Bonding Action

Staff is requesting that the Commission review the attached estimate of cost for proposed Garfield Park improvements and authorize the Council to issue a bond, or authorize other low-interest financing to complete the improvements as approved in item 1, above.

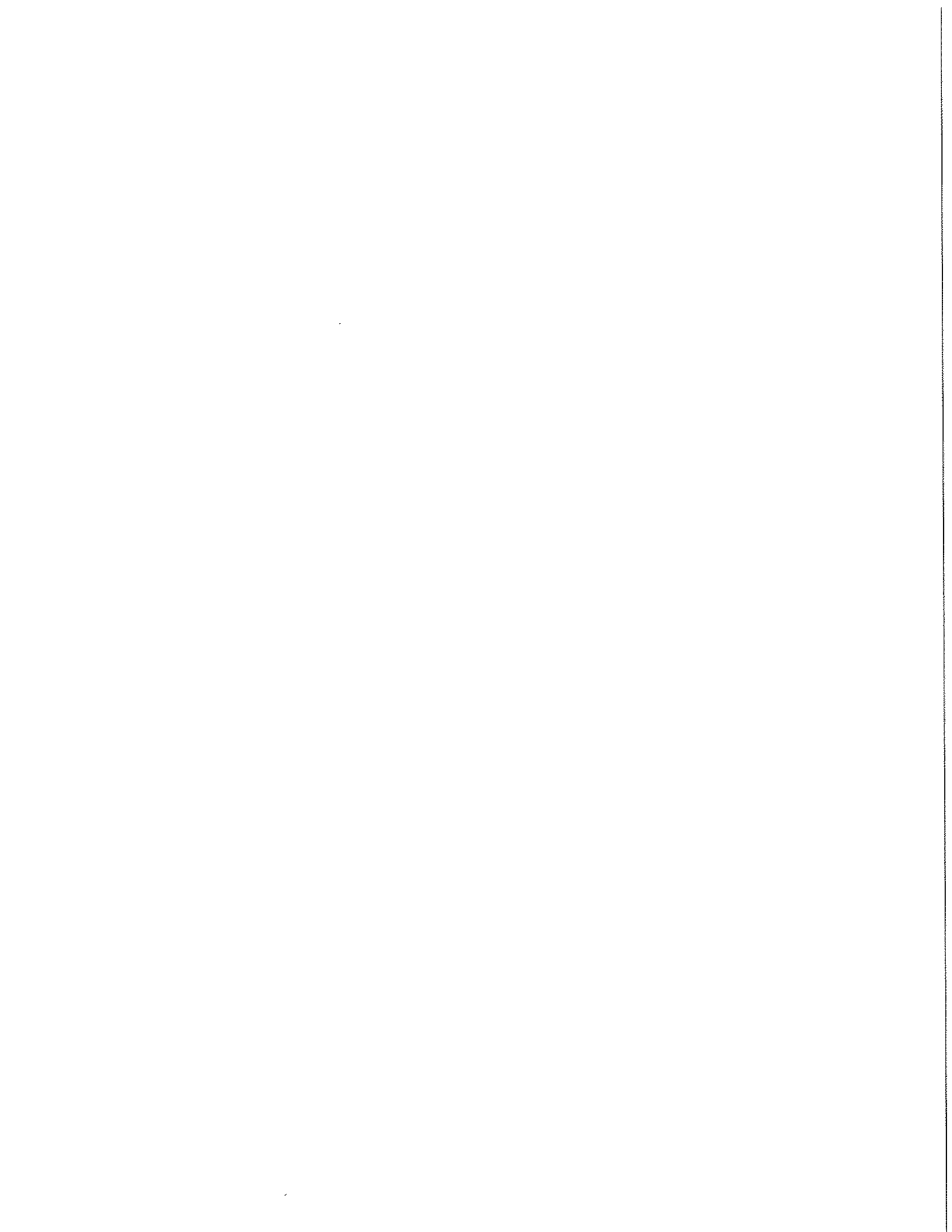
The information on the potential bond is not available today, but the information is forthcoming. The information will be presented at the regular meeting on Monday, September 28, 2015. I plan to present, and recommend, the most efficient method for obtaining the funds to complete the park as well as provide projections of the cost of the bond or loan and a detailed chart showing the repayment plan. It is anticipated that the repayment of the bond will be through Food and Beverage Tax funds that are becoming available as the Commission finishes payment on the Clay Street property purchase in FY 2016.

Staff is requesting that the Commission review the attached estimate of cost and the information regarding bonding that will be presented at the regular meeting. It is also recommended that the Commission take action at the regular meeting authorizing the City of Ashland to enter into a bond, or a low interest loan from a financial institution, to fund the cost of the project, which is currently estimated at about \$850,000.

COST ESTIMATES - 2015 GARFIELD PARK FACILITY UPDATES

APRC - MICHAEL BLACK - SEPT. 23, 2015

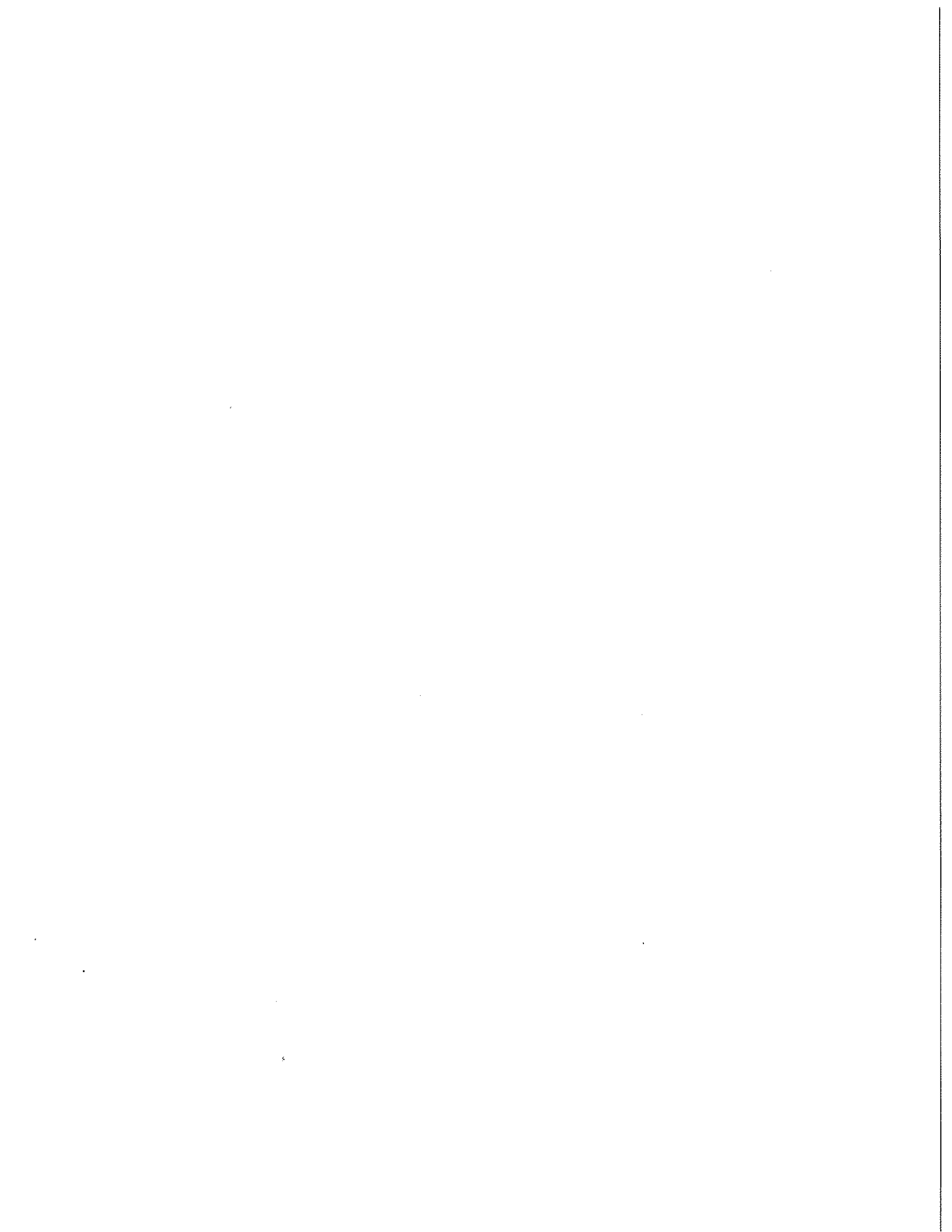
ITEM	UNIT	No. of UNITS	UNIT PRICE	EXTENDED PRICE
Splash Pad				
Equipment	EA	1	\$ 250,000.00	\$ 250,000.00
Construction	EA	1	\$ 195,000.00	\$ 195,000.00
Funishings and Finishing	EA	1	\$ 58,000.00	\$ 58,000.00
<i>Total Splash Pad</i>				\$ 503,000.00
Basketball Court				
Basketball Court (asphalt 105x70)	SF	7,350	\$ 6.00	\$ 44,100.00
Standards	EA	2	\$ 2,500.00	\$ 5,000.00
Surfacing	EA	1	\$ 5,000.00	\$ 5,000.00
<i>Total Basketball Court</i>				\$ 54,100.00
Shelters:				
Shelters - 20'x20'	EA	2	\$ 20,000.00	\$ 40,000.00
Concrete pad	SF	2000	\$ 6.00	\$ 12,000.00
New Sidewalk - 5' exposed agg.	SF	250	\$ 6.00	\$ 1,500.00
Furnishings and Finishing	EA	2	\$ 5,000.00	\$ 10,000.00
<i>Total Options</i>				\$ 63,500.00
Misc. Construction				
New Sidewalk - 5'	SF	750	\$ 8.00	\$ 6,000.00
Shelter (Scenic Bikeway)	EA	1	\$ 40,000.00	\$ 40,000.00
Sand Volleyball with Concrete Sitting Wall	EA	1	\$ 40,000.00	\$ 40,000.00
Dog Park Construction	EA	1	\$ 5,000.00	\$ 5,000.00
Irrigation Upgrades, Restrooms and Other	EA	1	\$ 15,000.00	\$ 15,000.00
<i>Total Misc. Construction</i>				\$ 106,000.00
<i>Mobilizaiton (3%)</i>				\$ 21,798.00
<i>Sub-total</i>				\$ 748,398.00
<i>Contingencies (10%)</i>				\$ 74,839.80
<i>Total</i>				\$ 845,035.80





GARFIELD PARK PROPOSED IMPROVEMENTS - 2015





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MEMORANDUM

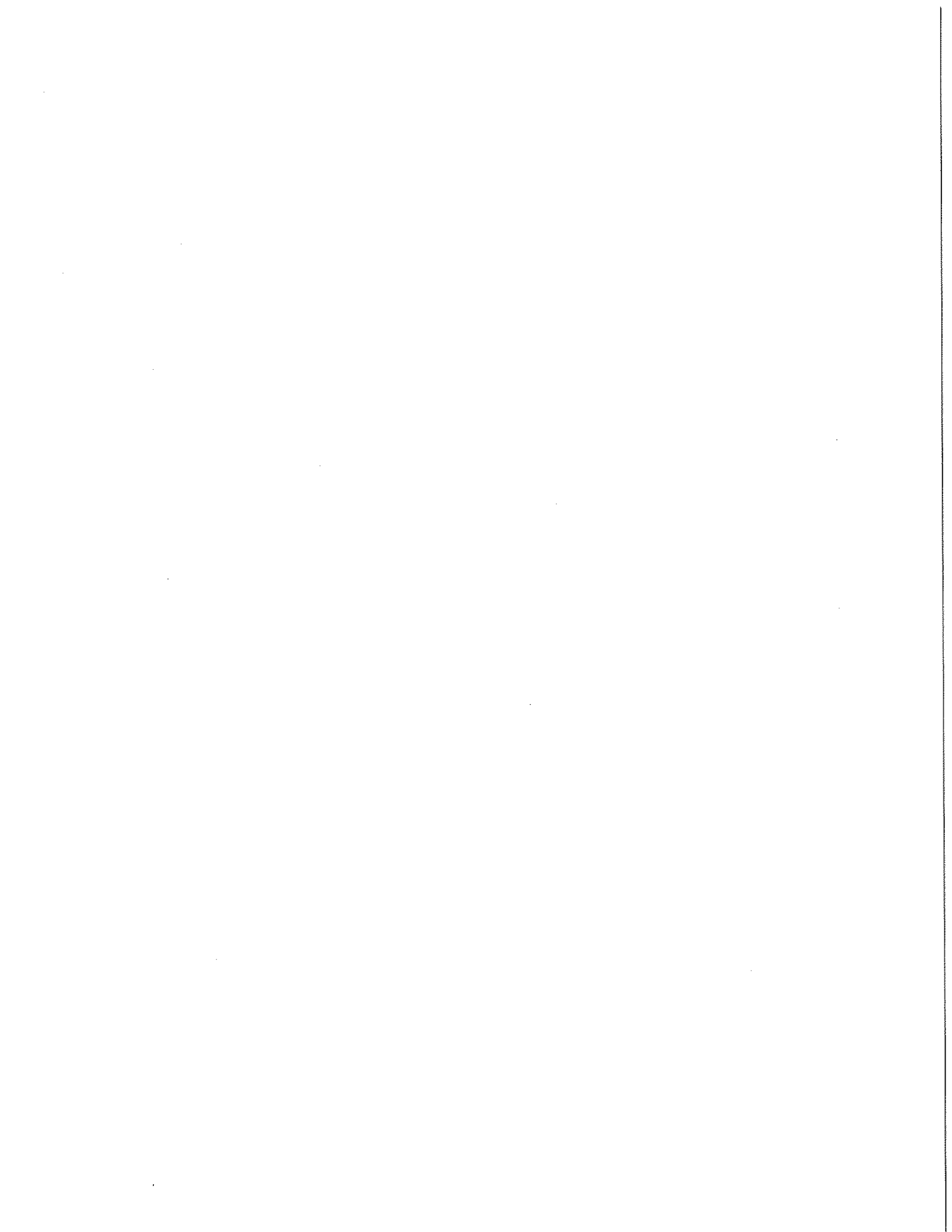
TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent

DATE : September 23, 2015

SUBJECT : Senior Center Program Presentation

The Senior Program Manager is not available to attend the Commission meeting on Monday, September 28; however, I will provide a brief program and services update. A more comprehensive overview of Senior Program services and programs will be scheduled within the next few months.



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MEMORANDUM

TO : Ashland Parks and Recreation Commission
FROM : Rachel Dials, Recreation Superintendent
DATE : September 23, 2015
SUBJECT : Daniel Meyer Pool End-of-Season Report

Recreation Manager Lonny Flora will give a brief presentation on programs, revenues and expenditures for the Daniel Meyer Pool for the 2015 season. The pool closed for the season on September 18th.

